

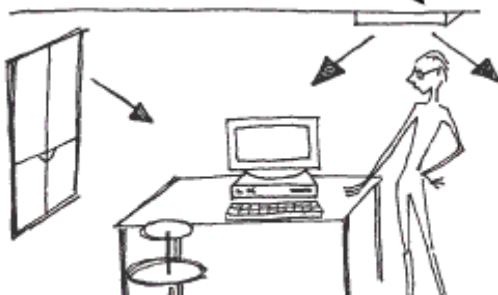
Office Safety - Setting Up Your Workstation

MONTHLY SAFETY BRIEF

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NAF Atsugi



1. Ideally, the light sources should be at the sides of your workstation. You may need to move your workstation to minimise glare and reflections on the screen.



2. Sit at your workstation & put your fingers on the middle row of letters. Move your chair up or down until your shoulders drop & your elbows are bent at right angles. Keep your wrists straight, not bent up.



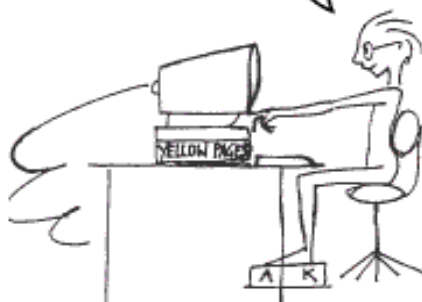
3. Ideally, your feet should be flat on the floor with your knees, hips & ankles bent at right angles. People with short legs may need a footstool & the very tall may need to raise the desk.



4. Now, sit up straight & move your backrest up or down until it fits snugly into the small of your back, at about belt height.



5. The best place for your VDU screen is directly in front of you, about an arms length away, with the top of the screen at about eye level. For copy typing you may need a document holder.



6. Put your most frequently used items within easy reach, take regular breaks from keying to do other jobs & periodically stretch & yawn!

